

Developmental Disabilities Council
Reading Cover Page

Date: March 17, 2005

Meeting: Governance

Reading Number: 05-G-03

Issue: Council Performance Evaluation
Tools

Included in the Reading:

Draft Workgroup & Committee
Planning Tool
Draft Performance Evaluation Tool

Background/Summary:

At the January meeting, members discussed the need for a better way to evaluate workgroup and committee performance. It was suggested that workgroups and committees set some targets at the first meeting of each federal year, and then evaluate their progress towards those targets at the September meeting. Members asked staff to draft the tools and bring to the March meeting for discussion.

Action: Review for discussion

Focus Question(s): If there are any questions,
please contact Clare Billings at 1-800-634-4473,
clareb@cted.wa.gov

Developmental Disabilities Council
Council Performance Tool

Date: _____

Workgroup or Committee: _____

Activities/Tasks Performance Targets:

1. _____

2. _____

How you will measure success?

1. _____

2. _____

Other Workgroup/committee operational goals:

1. _____

2. _____

How you will measure success?

1. _____

2. _____

Developmental Disabilities Council
Performance Evaluation Tool

Date: _____

Workgroup or Committee: _____

1. How successful was the workgroup or committee at meeting the activities/tasks performance targets?
Circle the answer that most applies.

Target # 1.	Accomplished
	Somewhat accomplished
	Not accomplished

Target #2.	Accomplished
	Somewhat accomplished
	Not accomplished

2. How successful was the workgroup or committee at meeting the operational goals?
Circle the answer that best applies.

Goal # 1.	Accomplished
	Somewhat accomplished
	Not accomplished

Goal # 2.	Accomplished
	Somewhat accomplished
	Not accomplished

Comments: _____

